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ABSTRACT

In order to determine how the Online Computer Library Center (OCLC) is actually used by its members, in October 1980 a survey was distributed to the head catalogers of 95 academic libraries participating in OCLC in New York State. The 32 question survey was designed to: (1) collect information on the use of OCLC in academic libraries; (2) survey the effects of OCLC on titles cataloged, staffing, and breadth of services; and (3) survey the use or anticipated use of archive tapes, and plans for alternatives to the traditional card catalog. Analysis of the data from the 47 responses received indicates that terminal operation is largely clerical although professionals perform the more difficult terminal tasks; that libraries do not passively accept member-input cataloging; that many of the responding libraries listed new or improved services, especially improved interlibrary loan and improved cataloging; that while over 70% of the respondents use or plan to use their OCLC archive tape, most do not update it completely; and that through retrospective cataloging libraries are preparing more complete databases of their own collections, presumably to use in the future to either supplement or replace their traditional card catalogs. The major weaknesses of OCLC cited by respondents were lack of quality control and lack of subject access. (DMC)

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THE USE OF OCLC IN ACADEMIC LIBRARIES IN NEW YORK STATE

A report of a survey written and conducted
by Bonnie Horenstein, Assistant Professor, Library

IR050736

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The Use of OCLC in Academic Libraries in New York State

BACKGROUND

In the last decade OCLC (Online Computer Library Center, originally called the Ohio College Library Center) has had a major impact on academic libraries in the United States. Founded in 1967 as a shared cataloging system for Ohio libraries, in 1971 it became available to libraries outside of Ohio, and has since grown to a network serving over 6,000 libraries[1] in the United States and Canada. Over 4,200 remote computer terminals[2] have access to the OCLC data base of currently some 8,000,000 catalog records for books, serials, audio-visuals and other library materials. Although OCLC has expanded to include both an interlibrary loan subsystem and a serials control subsystem, the cataloging subsystem is still the primary appeal of OCLC to libraries.

The on-line union catalog is made up of catalog records of the Library of Congress (DLC) and catalog records contributed by OCLC member libraries (non-DLC records). Member libraries access the data base for cataloging information and can order customized printed catalog cards from OCLC for any title in the data base. If no record exists in the data base for a title, the member library may add their own cataloging to the on-line catalog. The new record becomes instantly available to other members for shared cataloging. Location information in the form of the OCLC symbol for each library ordering catalog cards for a title is a permanent part of the central catalog record. Individual libraries may purchase magnetic tape

1. SUNY/OCLC Implementation Memo News and Reports, no. 42, Nov. 1981.
2. Ibid.

records (OCLC tapes or archive record) of their own cataloging through the system for production of COM (Computer Output Microfilm/fiche) catalogs, on-line catalogs, or other applications.

The huge membership of OCLC is a testimony to the success of its services and acceptance of the concept of shared cataloging. However, little information is available on how OCLC is actually used by its members. Two earlier surveys, Joe A. Hewitt's "The Impact of OCLC"[3] and Barbara Markuson's "The Ohio College Library Center: A Study of the Factors Affecting the Adaptation of Libraries to On-Line networks"[4] were directed towards information which would help libraries decide whether they should join an on-line system. The issue now is effective utilization of the system by libraries which have already made heavy commitments to OCLC.[5] Most member libraries have totally reorganized their procedures and workflow for processing books and other library materials since joining OCLC, and have little access to information on how other libraries use the OCLC system. All libraries face the same problem of integrating the new headings created by AACR2 (accepted by the Library of Congress and mandated for use by OCLC participants by January 1981) into their existing card catalogs or planning to close the card catalog, as the Library of Congress has already done.

3. Hewitt, J. A., "The impact of OCLC, " American Libraries 7: 268-75 (May 1976)
4. Markuson, B. E., "The Ohio College Library Center: A Study of the Factors Affecting the Adaptation of Libraries to On-Line Networks," Library Technology Reports 12: 11-132 (Jan, 1976)
5. Recent surveys on the use of OCLC by more than one library include Sally Braden, John D. Hall, and Helen H. Britton, "Utilization of Personnel and Bibliographic Resources for Cataloging by OCLC Participating Libraries," Library Resources & Technical Services 24: 135-54 (Spring 1980) and Barbara Moore's "Patterns in the Use of OCLC by Academic Library Cataloging Departments," Library Resources & Technical Services 25: 30-39 (Jan. 1981)

The following questions deserve comparative study. What levels of staff operate the OCLC terminals, and for which functions? What activities are terminal time delegated to? Do libraries use the off-peak hours provided by OCLC? Although libraries embrace the concept of shared cataloging, how much checking and editing is actually done on the catalog records of other participants? What has been the impact of OCLC on titles cataloged, staffing, and services of individual libraries? Are libraries using or planning to use their archive tapes? How do libraries evaluate OCLC? This study focuses on the above questions. The geographical area of New York State was selected as the basis for the survey.

THE SURVEY

A 32 question survey was designed 1) to collect information on the use of OCLC in academic libraries, 2) to survey the effects of OCLC on titles cataloged, staffing, and breadth of services, and 3) to survey the use or anticipated use of archive tapes, and plans for alternatives to the traditional card catalog. In October 1980 the OCLC Users Survey (see Appendix I) was distributed to Head Catalogers of 95 academic libraries participating in OCLC in New York State, as listed in the current edition of OCLC Participating Libraries Arranged by Network and Institution. Of the 95 libraries, 47 responded by December 1980. Seven of the respondents either shared a terminal with another library, or contracted their cataloging through a larger library system, and therefore found many questions inapplicable. Since their situation is substantially

different from libraries with in-house terminals, these respondents were not included in the analysis. Not all libraries answered all questions and some responses were judged invalid. Percentages cited in the following analysis are therefore based on the total number of valid responses for each question.

PROFILE OF RESPONDING LIBRARIES

A profile of the responding libraries may be seen in tables 1-3. Over 85% of the respondents cataloged less than 15,000 titles in the year preceding the survey. Over half the respondents have only one OCLC terminal in their library; the average number of terminals per library was 2.1. Thirty-seven libraries reported they had manual cataloging systems before joining OCLC, relying primarily on copy from the National Union Catalog or Library of Congress printed cards (thirty-five libraries) or MCRS[6] (2 libraries). Card sets for original cataloging were xeroxed from typed master cards, some libraries added. Two libraries reported they were already on-line with OCLC through shared terminals before acquiring their own terminal(s). Seventy-five percent joined OCLC between 1975 and 1979 (on-line five years or less). The average cataloging staff consisted of 6.47 full-time equivilent with the following breakdown: 2.06 professional, 2.92 supporting staff, 1.1 student assistants, and .39 in the category "other" (specified as paraprofessional, library technical assistant, or recon staff).

6. The Micrographic Cataloging Retrieval System consisted of Library of Congress catalog records on microfiche retrieved either by book title or through a printed index by Library of Congress card number.

TABLE 1

TITLES CATALOGED ON OCLC IN A YEAR

Number of Titles	Number of Libraries	Percentage of Libraries
Less than 5,000	15	37.5
5,000-9,999	14	35
10,000-14,999	6	15
15,000-19,999	4	10
20,000 and over	1	2.5
Total	40	100

TABLE 2

NUMBER OF OCLC TERMINALS IN LIBRARY

Number of Terminals	Number of Libraries	Percentage of Libraries
One	21	52.5
Two	6	15
Three	7	17.5
Four	3	7.5
Five	1	2.5
Six	1	2.5
Seven	1	2.5
Total	40	100

TABLE 3

LENGTH OF TIME ON-LINE WITH OCLC

Year Joined OCLC	Number of Libraries	Percentage of Libraries
1979	3	7.5
1978	5	12.5
1977	7	17.5
1976	7	17.5
1975	8	20
1974	9	22.5
1973	1	2.5
Total	40	100

USE OF OCLC

Fifteen questions (questions 5-19) were addressed to the use of OCLC by individual libraries: cataloging policies, procedures and staffing of the terminals.

Questions 5-6 dealt with total hours the terminals are in use per week and use of available off-peak hours.

5. Number of hours each terminal is scheduled each week.

Libraries scheduled each of their terminals an average of 43.5 hours per week, indicating a lengthening of the normal work week by more than 8 hours. This suggests staff schedules have changed, moving towards more early morning, evening, and Saturday coverage, to take advantage of available terminal time.

One fourth (25%) of the total terminals were scheduled less than 35 hours per week; over half (53.75%) were scheduled 35-54 hours per week; the remaining 21.25% were scheduled 55-84 hours per week.

TABLE 4

NUMBER OF HOURS TERMINALS ARE SCHEDULED

Number Scheduled Hours Per Week	Number of Terminals	Percentage of Total Terminals	
24 or less	9	11.25	
25-29	2	2.5	25%
30-34	9	11.25	
35-39	23	28.75	
40-44	5	6.25	53.75%
45-49	9	11.25	
50-54	6	7.5	
55-59	2	2.5	
60-64	5	6.25	21.25%
65-69	2	2.5	
70-74	3	3.75	
75-79	3	3.75	
80-84	2	2.5	
Total	80	100	

Number of libraries responding: 38

6. How many of the above hours are non-peak?
After 5 pm week-day____

Saturday____

Twenty-three (57.5%) reported using weekday evening hours on OCLC. Eleven libraries (27.5%) reported use of terminals on Saturday.

Sixteen (40%) stated they do not use their terminals weekday evenings; twenty-seven (67.5%) reported no use on Saturday (see Table 5).

TABLE 5

USE OF NON-PEAK HOURS ON TERMINAL

	Number of Libraries "Yes"	Number of Libraries "No"	Number of Libraries "Occasionally"	Total
Weekday after 5 p.m.	23 (57.5%)	16 (40%)	1 (2.5%)	40 (100%)
Saturday	11 (27.5%)	27 (67.5%)	2 (5%)	40 (100%)

7. Indicate approximate percentage of time per week terminals are used for the following activities:

____cataloging ____interlibrary loan

____retrospective conversion ____public service

____acquisitions ____other (specify)

Table 6 highlights the percentage of terminal time expended to various library functions by 39 responding libraries. A combined category of cataloging and retrospective conversion gives a more accurate picture of percentage of time on cataloging versus non-cataloging library activities.

What activities are terminals delegated to? Clearly the terminals in this sample are most heavily used for cataloging (including retrospective conversion). Over 40% of the responding libraries delegated 90% or more of their terminal time to cataloging and retrospective conversion; almost 90% delegated 60% or more terminal time to cataloging and retrospective conversion.

Substantial allotments of time to retrospective conversion suggests preparation for future use of individual librarie's archive tapes. Other stated reasons for retrospective conversion by

responding libraries were 1) easy conversion to LC classification via OCLC; 2) to classify previously cataloged but unclassed collections (e.g., media, serials).

Most libraries sampled reported expending some regular terminal time to interlibrary loan and acquisitions.

"Other" activities absorbing terminal time cited by libraries included serials control and bibliographic searching.

TABLE 6

PERCENTAGE OF TERMINAL TIME BY LIBRARY FUNCTION.

	Percentage of Terminal Time Per Week											
Function	0	1-9	10-19	20-29	30-39	40-49	50-59	60-69	70-79	80-89	90-100	Total
CATALOGING												
Number of Libraries	0	0	1	2	5	2	3	6	5	5	10	39
Percent of Libraries	0	0	2.5	5.1	12.8	5.1	7.6	15.3	12.8	12.8	25.6	99.6
RETROSPECTIVE CONVERSION												
Number of Libraries	22	4	3	4	1	1	0	3	0	1	0	39
Percent of Libraries	56.4	10.2	7.6	10.2	2.5	2.5	0	7.6	0	2.5	0	99.5
CATALOGING AND RETROSPECTIVE CONVERSION												
Number of Libraries	0	0	0	0	1	2	1	7	7	5	16	39
Percent of Libraries	0	0	0	0	2.5	5.1	2.5	17.9	17.9	12.8	41	99.7
ACQUISITIONS												
Number of Libraries	13	11	7	6	1	1						39
Percent of Libraries	33	28.2	17.9	15.3	2.5	2.5						99.4
INTERLIBRARY LOAN												
Number of Libraries	7	16	12	3	1							39
Percent of Libraries	17.9	41	30.7	7.6	2.5							99.7
PUBLIC SERVICE												
Number of Libraries	24	11	3	0	1							39
Percent of Libraries	61.5	28.2	7.6	0	2.5							99.8

8. Using the following codes indicate level(s) of staff who usually perform each cataloging activity listed (more than one code per activity may be used)
   1-Professional 3-Student assistant
   2-Supporting 4-Other (specify)

   Search OCLC for match____

   Produce from CIP records____

   Produce from DLC records (except CIP) for:
   monographs____ a-v____
   serials____ other formats____

   Produce from non-DLC records for:
   monographs____ a-v____
   serials____ other formats____

   Original cataloging and tagging for:
   monographs____ a-v____
   serials____ other formats____

   Input (not produce) NEW records____

   Revise and/or produce NEW records____

   Update records____

   Retrospective conversion

Table 7 illustrates level of staff responsible for typical cataloging functions at the terminal.

Functions usually performed by supporting staff are:

search OCLC for match

produce from CIP records

produce from DLC records for monographs (however, for all other categories of materials this function is most frequently performed by professional librarians).

input (not produce) NEW records

update records

retrospective conversion

Functions usually performed by professional libraians are:

produce from DLC records (except CIP) for serials, a-v (audio-visuals), other materials

produce from non-DLC records

original cataloging and tagging

revise and/or produce NEW records

Student assistants were not frequently assigned terminal responsibilities, with the exception of retrospective conversion.

TABLE 7

LEVEL OF STAFF PERFORMING VARIOUS CATALOGINC FUNCTIONS AT THE TERMINAL (MULTIPLE RESPONSES PERMITTED)

Function	Professional No.*	% **	Support No.	%	Students No.	%	Paraprofessional No.	%	Total No.	%
SEARCH OCLC FOR MATCH	14	23.7	39	66.1	5	8.4	1	1.6	59	99.8
PRODUCE FROM CIP RECORDS	18	39.1	25	54.3	2	4.3	1	2.1	46	99.8
PRODUCE FROM DLC RECORDS (EXCEPT CIP) FOR										
MONOGRAPHS	18	34.6	31	59.6	2	3.8	1	1.9	52	99.9
SERIALS	27	61.3	16	36.3			1	2.2	44	99.8
A-V	25	65.7	13	34.2					38	99.9
OTHER	20	66.6	10	33.3					30	99.9
PRODUCE FROM NON-DLC RECORDS FOR										
MONOGRAPHS	30	60	18	36			2	4	50	100
SERIALS	27	65.8	13	31.7			1	2.4	41	99.9
A-V	26	72.2	10	27.7					36	99.9
OTHER	22	75.8	7	24.1					29	99.9
ORIGINAL CATALOGING AND TAGGING FOR										
MONOGRAPHS	35	85.3	5	12.1			1	2.4	41	99.8
SERIALS	30	96.7	1	3.2					31	99.9
A-V	28	93.3	2	6.6					30	99.9
OTHER	24	96	1	4					25	100
INPUT (NOT PRODUCE) NEW RECORDS	15	36.5	23	56	2	4.8	1	2.4	41	99.7
REVISE/PRODUCE NEW RECORDS	33	78.5	9	21.4					42	99.9
UPDATE	22	40	27	49	4	7.2	2	3.6	55	99.9
RETROSPECTIVE CONVERSION	12	29.2	15	36.5	11	26.8	3	7.3	41	99.8

* No. = number of responses
** % = percentage of total responses

9. What percentage of time per week are terminals operated by each level of staff below?

____Professional ____Student asst.

____Supporting ____Other (specify)

Over 70% ofthe responding libraries stated their professional staff operated the terminal less than 50 % of the time; in 38.4% of the libraries professionals operated the terminals less than 25% of the time. In one-third of the responding libraries 75-100% of the terminal time was delegated to supporting staff; an additional 30.7% of the responding libraries delegated 50-74% of the terminal time to supporting staff.

Most (71.7%) libraries did not assign students to the terminals.

"Other" levels of staff involved in terminal operation cited by responding libraries were library technical assistants, paraprofessionals and library trainees (MLS students).

TABLE 8

PERCENTAGE OF TERMINAL TIME DELEGATED TO VARIOUS LEVELS STAFF

Percent of Terminal Time	Professional No.	Professional %	Supporting No.	Supporting %	Student Assistant No.	Student Assistant %	Other No.	Other %
0	0	0	2	5.1	28	71.7	34	87.1
1-24	15	38.4	5	12.8	8	20.5	2	5.1
25-49	13	33.3	7	17.9	2	5.1	3	7.6
50-74	6	15.3	12	30.7	0	0	0	0
75-100	5	12.8	13	33.3	1	2.5	0	0
Total	39	99.8	39	99.8	39	99.8	39	99.8

* No. = Number of libraries

** % = Percentage of libraries

CONCLUSION: Terminal operation is largely clerical with most libraries relying on supporting staff to man the terminal although part of the time they are working from printouts or workforms revised or created by professionals. The data indicates professionals have less direct contact with the terminals, but perform the more difficult terminal tasks (question 8): produce from DLC records for the more difficult formats (serials, a-v, etc.), produce from non-DLC records, revise and/or produce NEW records, and the intellectual work off the terminal: original cataloging and tagging.

The training and experience needed to operate OCLC accurately probably explains why few libraries assign student assistants, usually less permanent than other staff, to the terminals.

11. What materials are NOT cataloged using OCLC?

12. Are the above materials searched on OCLC?
Yes____ No____

Twenty-two of the 36 responding libraries (61.1%) bypass OCLC for some materials cataloged. Examples of classes of materials cited as <u>not</u> cataloged through OCLC are special collections, non-Roman alphabet materials, locally produced materials, government documents, microfiche, curriculum materials and textbooks, slides, scores and sound recordings, three-dimensional objects, dissertations, pre-1960 materials. Although some libraries search OCLC for some of these materials, many do not search the data base.

This suggests libraries find it too expensive or cumbersome to tag and input original cataloging for some materials. Apparently, the deferment of the "hit charge" for original records is not sufficient incentive for libraries to input all of their original cataloging. Although the individual library's OCLC archive tape will be missing titles cataloged off-line, libraries probably prefer to catch up with any gaps in the collection later when (and if) they actually utilize the OCLC tapes.

13. For what percentage of materials are cards produced at the same time the data base is searched?

Twenty (51.2%) of the responding libraries produce catalog cards as soon as the record is located for more than 3/4 of their materials.

Nine (23%) of the libraries do not produce cards at all at the same time the data base is searched. Several reasons for not producing are 1) the first search is a preorder search; 2) the library's policy is to printout all matches; 3) the cataloging is deferred for a different level of staff.

TABLE 9

CARD SETS PRODUCED ON FIRST SEARCH OF THE DATA BASE

Percentage of Materials	Number of Libraries	Percentage of Libraries
0	9	23
1-25	3	7.6
26-50	3	7.6
51-75	4	10.2
76-100	20	51.2
Total	39	99.6

14. If no record is found on the first search, what percentage of the time do you:

____input a NEW record immediately

____hold for (fill in number) weeks and input a NEW record if a record is not found after re-searching

____other (specify)

Most (57.6%) of the respondents input a NEW record immediately after an unsuccessful search for only 0-1% of their materials (Table 10,. Seventy-five percent indicated they hold 90-100% of their materials for a later search before inputting a new record (Table 11). Libraries thus favor a hold period of varying lengths after an unsuccessful search rather than original cataloging and input, unless materials are needed immediately.

TABLE 10

PERCENT MATERIALS INPUT IMMEDIATELY AFTER FIRST UNSUCESSFUL SEARCH

Percentage of Materials	Number of Libraries	Percentage of Libraries
0	11	42.3
1	4	15.3
5-15	3	11.5
30-40	2	7.6
50	3	11.5
90	2	7.6
100	1	3.8
Total	26	99.6

TABLE 11

PERCENT MATERIALS HELD FOR LATER SEARCH(ES) AFTER FIRST UNSUCCESSFUL SEARCH

Percentage of Materials	Number of Libraries	Percentage of Libraries
100	18	54.5
99	4	12.1
95	1	3
90	2	6
85	1	3
70	1	3
60	1	3
50	3	9
10	2	6
Total	33	99.6

Questions 15, 17 and 18 address libraries' acceptance of catalog records input by other OCLC members. It is safe to assume that academic libraries accept the cataloging of the Library of Congress with minimal change, but regard the cataloging of other libraries in another light.

15. When producing from non-DLC copy, do you usually (check one):

____produce with no changes (except for adding local information)

____accept the record, proofreading only for typographical and tagging errors

____thoroughly check the record while at the terminal, then produce

____print out the record, check the copy, then produce later

____other

Ideally in shared cataloging, titles found in the data base should not require substantial time to catalog. Yet only 10% of the responding libraries indicated either of the first two options, which require minimal work by the member library. The most popular options were a thorough check of the record while at the terminal (35%), or a printout with cataloging deferred to a later time (47.5%).

TABLE 12

NON-DLC COPY -- OPTIONS IN CATALOGING

Option	Number of Libraries	Percentage of Libraries
Produce (no changes)	1	2.5
Accept after proofread	3	7.5
Thoroughly check at the terminal	14	35
Print out, produce later	19	47.5
Other (a combination of the above)	3	7.5
Total	40	100

17. For non-DLC records what percentage of the time do you check the following items?

___call numbers with classification schedules
___call numbers with shelflist
___descriptive cataloging
___name entries
___series tracings
___subject headings against LCSH
___OCLC tags

Most libraries report a high degree of checking in all areas.

TABLE 13

ITEMS CHECKED ON NON-DLC RECORDS BEFORE PRODUCING

Percentage of records:	75-100	50-74	25-49	0-24	Total
CALL NUMBERS AGAINST CLASSIFICATION SCHEDULES					
Number of Libraries	19	5	1	10	35
Percent of Libraries	54.2	14.2	2.8	28.5	99.7
CALL NUMBERS AGAINST SHELFLIST					
Number of Libraries	24	2	4	6	36
Percent of Libraries	66.6	5.5	11.1	16.6	99.8
DESCRIPTIVE CATALOGING					
Number of Libraries	25	1	0	9	35
Percent of Libraries	71.4	2.8	0	25.7	99.9
NAME ENTRIES					
Number of Libraries	14	2	6	14	36
Percent of Libraries	38.8	5.5	16.6	38.8	99.7
SERIES TRACING					
Number of Libraries	25	1	2	6	34
Percent of Libraries	73.5	2.9	5.8	17.6	99.8
SUBJECT HEADINGS AGAINST LCSH(Library of Congress Subject Headings)					
Number of Libraries	17	4	5	9	35
Percent of Libraries	48.5	11.4	14.2	25.7	99.8
OCLC TAGS					
Number of Libraries	24	0	2	8	34
Percent of Libraries	70.5	0	5.8	23.5	99.8

18. What percentage of non-DLC records do you produce with:

little or no changes___

moderate changes___

extensive modification___

While most libraries (91.6%) are making extensive changes on relatively few (25% or less) member-input records, few libraries (19.4%) are producing most of their records (80% or more) with little or no changes (Table 14).

TABLE 14

PERCENT OF NON-DLC RECORDS PRODUCED AFTER LITTLE/MODERATE/ OR EXTENSIVE CHANGES BY MEMBER LIBRARIES

Percent of Records	Little or no Changes No.*	Little or no Changes Percent**	Moderate Changes No.	Moderate Changes Percent	Extensive Changes No.	Extensive Changes Percent
0-25	14	38.8	11	30.5	33	91.6
30-50	9	25	13	36.1	3	8.3
55-75	6	16.6	9	25	0	0
80-100	7	19.4	3	8.3	0	0
Total	36	99.8	36	99.9	36	99.9

* No. = Number of libraries
** Percent = Percentage of libraries

CONCLUSION: Libraries do not passively accept member-input cataloging. Most thoroughly check the records either at the terminal or from printouts off-line, in effect double-checking the cataloging of other member libraries against the standard cataloging authorities and their own records, usually editing the record moderately before producing card sets.

19. If the fixed fields on a record are incomplete, do you complete them before producing?
Yes____ No____ Selectively____

If selectively, state which fields you complete.

Twenty libraries (52.6% of the 38 responding do not complete the fixed fields of an incomplete record before producing. This can probably be attributed to the following factors 1) OCLC is used primarily for card production and the cards are unaffected by the fixed fields; 2) most libraries are not currently using their archive tapes (although many plan to); and 3) libraries usually do not use the fixed fields to retrieve records from the data base.

Libraries that selectively complete the fixed fields most frequently cited "date" as the element they fill in before producing.

TABLE 15

DO YOU COMPLETE THE FIXED FIELDS BEFORE PRODUCING?

	Number of Libraries	Percent of Libraries
Yes	12	31.5
No	20	52.6
Selectively	6	15.7
Total	38	99.8

EFFECTS OF OCLC ON TITLES CATALOGED, STAFFING AND BREADTH OF SERVICES

Questions 22-24 addressed the effects of OCLC on titles cataloged, breadth of services, and size of cataloging staff in participating libraries.

22. Percentage increase in titles cataloged directly attributable to using OCLC.

Fifteen libraries (37.5%) responded that they did not have this information. Although 7 libraries (17.5%) stated there had been no increase, several mentioned improved speed and greater efficiency in cataloging the same number of titles. The remaining 18 libraries (45%) cited increases in titles cataloged directly attributable to OCLC.

TABLE 16

PERCENT INCREASE IN TITLES CATALOGED ATTRIBUTABLE TO OCLC

Percent increase	Number of Libraries	Percent of Libraries
Not available	15	37.5
0	7	17.5
5-15	5	12.5
20-45	6	15
50-75	5	12.5
80-100	2	5
Total	40	100

23. What new services have been possible through your use of OCLC?

Generally, this question was received enthusiastically. Thirty-one libraries listed new or improved services, many listing three or more; one library stated no new services; eight libraries omitted this question.

New or improved services listed by responding libraries can be categorized as follows:

1. Improved interlibrary loan -- 19 libraries
2. Improved cataloging
   a. Catalog faster -- 11 libraries
   b. Able to eliminate backlog -- 5 libraries
   c. More efficiency -- 2 libraries
   d. Faster searching -- 1 library
   e. Can search for authoritative form of name from name authority -- 1 library
3. Reference searches for bibliographic information available to students and faculty -- 10 libraries
4. Improved pre-order searching (fewer duplicates, more accurate information)-- 8 libraries
5. Better access to library's collection
   a. Able to catalog classes of materials previously uncataloged (e.g., government documents, academic department's collections, technical reports, media) -- 3 libraries
   b. Retrospective conversion posssible -- 2 libraries

c. Able to provide more analytics -- 1 library

d. Able to provide card sets to branch libraries -- 1 library

e. Able to provide remote access to library's collecion via COM copies in departments on campus -- 1 library

6. Improved processing of materials

   a. Use OCLC to generate spine and book pocket labels -- 2 libraries

7. On-line serials available -- 2 libraries

8. More time for catalog librarians to devote to other activities (e.g., original cataloging, catalog maintenance, library instruction, faculty contacts) -- 2 libraries

24. Has the size of your cataloging staff been reduced through participation in OCLC? Specify if reductions are in professional or supporting staff.

TABLE 17

REDUCTIONS IN CATALOGING STAFF ATTRIBUTABLE TO OCLC

	Number of Libraries	Percentage of libraries
Yes	17	43.5
No	17	43.5
Qualified No	5	12.8
Total	39	99.8

Seventeen libraries (43.5%) cited reductions in cataloging staff. Nine libraries specified professional reductions; thirteen libraries specified reductions in supporting staff. Several libraries noted shifts of responsibility as a result of OCLC (upgrading of clerical positions, reassignments of professionals).

Seventeen libraries (43.5%) stated there had been no reductions in cataloging staff.

Five libraries (12.8%) responded "no" but clearly indicated they were able to do more with the same size staff:

"No.... but we managed to eliminate the backlog."

"No, but titles cataloged have more than doubled."

"No, staff not reduced (but) functions reallocated, job descriptions rewritten to allow librarians more contact with faculty."

"Staff performs administrative and public service functions ... 50% of the time."

"No, mainly because we have become more involved with the cataloging of media materials and have also embarked upon a shelflist conversion project."

USE OF ARCHIVE TAPE AND PLANS FOR ALTERNATIVES TO THE CARD CATALOG

Questions 25-30 survey libraries use or anticipated use of the OCLC archive tape and their plans to close their card catalogs in favor of COM (Computer Output Microfilm/fiche) or on-line catalogs.

25. Does your library use its archival tape?
Yes___ No___ Plan to use___.

TABLE 18

USE OR ANTICIPATED USE OF ARCHIVE TAPE

	Number of Libraries	Percentage of Libraries
Yes	5	12.8
No	11	28.2
Plan To	23	58.9
Total	39	99.9

Over 70% of the responding libraries use or plan to use their OCLC tapes.

26. If you currently use your archival tape, what product(s) are generated from it?

Only five libraries (12.8%) stated they were currently using their archival tape. Three are producing Com catalogs from the OCLC tapes. None have closed their card catalog as yet but two gave target dates for closing in December 1980 and the other in late 1981; the third library was conducting a one year COM pilot to test the possibility of closing the card catalog.

One library uses its tapes to update an automatic circulation system. Another library cited the LILRC (Long Island Resources Council) union microfiche catalog as a use of its archival tape.

One library stated they plan to use the archival tape for collection analysis.

27. Does your library plan to close its card catalog? Give target dates if possible, and expected format for new catalog.

TABLE 19

DOES YOUR LIBRARY PLAN TO CLOSE ITS CARD CATALOG?

	Number of Libraries	Percentage of Libraries
Yes	13	39.3
No	20	60.6
Total	33	99.9

Thirteen libraries (39.3%) stated they plan to close their card catalogs. Six cited COM catalogs as the expected format for the new catalog. Three libraries plan interim card catalogs with an on-line catalog as the next phase for two libraries and a COMfiche catalog as the next phase for the other library. Three libraries stated they expect to close in favor of an on-line catalog.

Of the thirteen libraries stating they plan to close their card catalog, only six stated specific short-range plans to close.

Although 20 libraries (60.6%) stated they did not plan to close their card catalogs, the following sample comments reflect a popular hope that on-line will replace the card catalog:

"No, will reconsider when on-line (including subject search) is available."

"We will change our catalog cards to reflect AACR2 rules; we will go to an on-line catalog in the future."

"No, (we) will modify present catalog until on-line is available "

"Move towards on-line catalog."

"Preliminary results of COM pilot ... leaning against closing ... until an on-line system is available."

28. Are you converting your shelflist to machine-readable form through OCLC?
Yes____ No____ Plan to____

How many titles have been converted?

Twenty-six libraries (70.2%) either are converting or plan to convert their holdings to machine readable form. Nineteen libraries (51.3%) are already converting their shelflist; number of titles converted appear in Table 21.

TABLE 20

ARE YOU CONVERTING YOUR SHELFLIST TO MACHINE-READABLE FORM THROUGH OCLC?

	Number of Libraries	Percentage of Libraries
Yes	19	51.3
No	11	29.7
Plan To	7	18.9
Total	37	99.9

TABLE 21

TITLES CONVERTED TO MACHINE-READABLE FORM VIA OCLC

Number of Titles	Number of Libraries	Percentage of Libraries
below 15,000	2	11.7
15,000-30,000	3	17.6
30,000-45,000	4	23.5
45,000-60,000	3	17.6
60,000-75,000	1	5.8
75,000-100,000	1	5.8
over 100,000	3	17.6
Total	17	99.6

CONCLUSION: Through retrospective cataloging libraries are preparing more complete data bases of their own collections, presumably to use in the future to either supplement or replace their traditional card catalogs.

29. What percentage of your total titles are in machine-readable form?

TABLE 22

PERCENTAGE OF TOTAL TITLES IN MACHINE-READABLE FORM

	Number of Libraries	Percentage of Libraries
0-14%	6	20.6
15-29%	6	20.6
30-44%	2	6.8
45-59%	3	10.3
60-74%	3	10.3
75-89%	4	13.7
90-100%	5	17.2
Total	29	99.5

30. Check the policies relating to maintenance of archival tapes which are followed in your library.

____update tape or produce again for all errors

____correct errors manually on cards but DO NOT update tape

____update tape for errors only when a new card set is needed

____update tape for all added copies

____update tape for added copies only when a new card set is needed

____update tape for all added volumes

____update tape for added volumes when a new card set is needed, or to close bibliographic record

If most libraries plan to utilize their archive tapes, how carefully are they maintained for accuracy? Question 30 queries three areas of maintenace of the archival record: 1) when an error is made is the archival record always corrected? 2) when the library receives added copies (the title is already cataloged), is the archival record always updated? 3) when the library receives added volumes (the title is already cataloged), is the archival record always updated? Only 9 libraries (26.4%) out of the 34 who answered all parts of this question always updated all three areas, thus maintaining a correct and current archive record.

Thirty-four libraries (85%) out of forty respondents indicated they do some archive maintenance for errors. Twenty libraries (58.8%)update the tape for all errors. Seven libraries (20.5%) correct errors only on the catalog cards; seven libraries (20.5%) update the tape only if a new card set is needed.

Twenty-two libraries (55%) out of forty respondents indicated they update the tape for added copies. Fifty percent update for all added copies; fifty percent update only when a new card set is needed.

Twenty libraries (50%) out of the forty respondents indicated they update the tape for added volumes. Of these, fifty-five percent update for all added volumes; forty-five percent update only when a new card set is needed.

CONCLUSION: Although libraries expect to use their archival record, most do not update it completely. This can probably be attributed to the cumbersome process OCLC provides for making changes on the archive record: libraries must in effect recatalog the title in order to change any information. If OCLC provides libraries access to their own 049 fields, as promised for years, maintenance for added copies and volumes would be greatly simplified. Until this feature is available, evidently libraries prefer to face substantial clean-ups at the time they use their archive tapes.

TABLE 23

MAINTENANCE OF ARCHIVE TAPES

Policy	Number of Libraries	Percent of Libraries
ERRORS		
Update for all errors	20	58.8
Correct errors on catalog cards only	7	20.5
Update only if new card set is needed	7	20.5
Total	34	99.8
ADDED COPIES		
Update for all added copies	11	50
Update only if a new card set is needed	11	50
Total	22	100
ADDED VOLUMES		
Update for all added volumes	11	55
Update only if a new card set is needed	9	45
Total	20	100

APPRAISAL OF OCLC

31. What is, in your estimate, OCLC's chief weakness?

Question 31 asked for OCLC's chief weakness. Responses ranged from "I could write a book, but ..." to "We think they do an excellent job." Only two libraries omitted this question.

Here are the gripes (and hopes) of the responding libraries in the order they were most frequently mentioned.

Lack of quality control -- 13 libraries

Lack of subject access -- 12 libraries

Duplicate records -- 10 libraries

Lack of LDR (local data record or 049 field) -- 10 libraries

Slow response time -- 9 libraries

Down-time -- 9 libraries

Lack of authority control -- 6 libraries

Inability to retrieve one's own bibliographic record -- 5 libraries

Limited hours of operation -- 3 libraries

Tries to do too many things, rather than a few things well -- 2 libraries

Cumbersome error reporting system -- 1 library

Costs of operation have not decreased -- 1 library

Lack of training aids -- 1 library

APPENDICES

Appendix I: Copy of Cover Letter and OCLC Users Survey distributed to 95 academic libraries participating in OCLC in New York State ... .p. 30-33

Appendix II: List of Responding Libraries included in the survey analysis.....p. 34-35

APPENDIX I: Copy of Cover Letter and OCLC Users Survey distributed to 95 academic libraries participating in OCLC in New York State.

Adelphi University • Garden City, Long Island, New York 11530

SWIRBUL LIBRARY

November 5, 1980

Dear Head Cataloger,

The enclosed questionnaire has been distributed to 95 academic libraries participating in OCLC in New York State. Its intention is 1) to collect information on the use of OCLC in academic libraries; 2)to survey the effects of OCLC on cataloging costs, staffing, and breadth of services; and 3) to survey the use or anticipated use of archival tapes, especially plans for alternatives to the traditional card catalog.

Please answer all questions applicable to your library. Your extended comments are welcome. Return your completed questionnaire by December 1, 1980 to

Bonnie Horenstein
Adelphi University Library,
Catalog Dept.
Garden City, New York 11530

Thank you for your cooperation.

Sincerely,

Bonnie Horenstein

Bonnie Horenstein
Cataloger and Assistant Professor

APPENDIX I (CONTITNUED)

OCLC USERS SURVEY

Name and address of library:

Name and title of respondent:

1. Number titles cataloged on OCLC last year.

2. Number titles ordered last year.

3. Number full-time equivalent cataloging staff in each of the following categories:

____Professional ____Student assistant

____Supporting ____Other (specify)

4. Number OCLC terminals in library.

5. Number of hours each terminal is scheduled each week.

6. How many of the above hours are non-peak?
After 5 pm week-day____

Saturday____

7. Indicate approximate percentage of time per week terminals are used for the following activities:

____cataloging ____interlibrary loan

____retrospective conversion ____public service

____acquisitions ____other (specify)

8. Using the following codes indicate level(s) of staff who usually perform each cataloging activity listed (more than one code per activity may be used)
1-Professional 3-Student assistant
2-Supporting 4-Other (specify)

Search OCLC for match____

Produce from CIP records____

Produce from DLC records (except CIP) for:
monographs____ a-v____
serials____ other formats____

Produce from non-DLC records for:
monographs____ a-v____
serials____ other formats____

Original cataloging and tagging for:
monographs____ a-v____
serials____ other formats____

Input (not produce) NEW records____

Revise and/or produce NEW records____

Update records____

Retrospective conversion

9. What percentage of time per week are terminals operated by each level of staff below?

____Professional ____Student asst.

____Supporting ____Other (specify)

10. Are all materials in your library cataloged centrally?
Yes____ No____

If not, explain:

11. What materials are NOT cataloged using OCLC?

12. Are the above materials searched on OCLC?
Yes____ No____

13. For what percentage of materials are cards produced at the same time the data base is searched?

14. If no record is found on the first search, what percentage of the time do you:

____input a NEW record immediately

____hold for (fill in number) weeks and input a NEW record if a record is not found after re-searching

____other (specify)

15. When producing from non-DLC copy, do you usually (check one):

____produce with no changes (except for adding local information)

____accept the record, proofreading only for typographical and tagging errors

____thoroughly check the record while at the terminal, then produce

____print out the record, check the copy, then produce later

____other

BEST COPY AVAILABLE

APPENDIX I (CONTINUED)

16. When producing from non-DLC copy, what percentage of the time do you:

____check OCLC data base for other editions

____check NUC for LC copy

17. For non-DLC records what percentage of the time do you check the following items?

____call numbers with classification schedules
____call numbers with shelflist
____descriptive cataloging
____name entries
____series tracings
____subject headings against LCSH
____OCLC tags

18. What percentage of non-DLC records do you produce with:

little or no changes____

moderate changes____

extensive modification____

19. If the fixed fields on a record are incomplete, do you complete them before producing?
Yes____ No____ Selectively____

If selectively, state which fields you complete.

20. When did you begin cataloging with OCLC?

21. Cataloging system used directly prior to joining OCLC.

22. Percentage increase in titles cataloged directly attributable to using OCLC.

23. What new services have been possible through your use of OCLC?

24. Has the size of your cataloging staff been reduced through participation in OCLC? Specify if reductions are in professional or supporting staff.

25. Does your library use its archival tape?
Yes____ No____ Plan to use____

26. If you currently use your archival tape, what product(s) are generated from it?

27. Does your library plan to close its card catalog? Give target dates if possible, and expected format for new catalog.

APPENDIX I (CONTINUED)

28. Are you converting your shelflist to machine-readable form through OCLC?
Yes____ No____ Plan to____

How many titles have been converted?

29. What percentage of your total titles are in machine-readable form?

30. Check the policies relating to maintenance of archival tapes which are followed in your library.

____update tape or produce again for all errors

____correct errors manually on cards but DO NOT update tape

____update tape for errors only when a new card set is needed

____update tape for all added copies

____update tape for added copies only when a new card set is needed

____update tape for all added volumes

____update tape for added volumes when a new card set is needed, or to close bibliographic record

31. What is, in your estimate, OCLC's chief weakness?

32. Other comments pertinent to this survey.

THANK YOU

Return by December 1, 1980 to

Bonnie Horenstein
Adelphi University Library,
Catalog Dept.
Garden City, New York 11530

APPENDIX II: List of Responding Libraries Included in Survey Analysis

Adelphi University Library, Garden City, N. Y.
Brooklyn College Library, Brooklyn , N. Y.
Clarkson College of Technology Library, N. Y.
Colgate University Library, Hamilton, N. Y.
College of Mt. St. Vincent Library, Riverdale, N. Y.
College of New Rochelle Library, New Rochelle, N. Y.
College of White Plains of Pace University, Library, White Plains, N. Y.
Dowling College Library, Oakdale, N. Y.
Elmira College Library, Elmira, N. Y.
Fordham University Library, Bronx, N. Y.
Hamilton College Library, Clinton, N. Y.
Houghton College Library, Houghton, N. Y.
Herkimer County Community College Library, Herkimer, N. Y.
Hudson Valley Community College Library, Troy, N. Y.
John Jay College of Criminal Justice Library, New York, N. Y.
Le Moyne College Library, Le Moyne Heights, Syracuse, N. Y.
Manhattanville College Library, Purchase, N. Y.
Mercy College Library, Dobbs Ferry, N. Y.
Pace University Library, New York, N. Y.
Rockland Community College Library, Suffern, N. Y.
Russell Sage College Library, Troy, N. Y.
St. Lawrence University Library, Canton, N. Y.
Sarah Lawrence University Library, Bronxville N. Y.
Schenectady County Community College Library, Schenectady, N. Y.
Skidmore College Library, Saratoga Springs, N. Y.
State University of New York Agricultural and Technical College at Canton, Library, Canton, N. Y.
State University of New York Agricultural and Technical College at Delhi, Library, Delhi, N. Y.
State University of New York at Albany, Library, Albany, N. Y.
State University of New York at Oswego, Library, Oswego, N. Y.
State University of New York at Stony Brook, Library, Stony Brook, N. Y.
State University of New York College at Brockport, Library, Brockport, N. Y.
State University of New York College at Geneseo, Library, Geneseo, N. Y.

APPENDIX II (CONTINUED)

State University of New York College at Plattsburgh, Library, Plattsburgh, N. Y.

State University of New York College at Purchase, Library, Purchase, N. Y.

State University of New York College of Ceramics at Alfred University, Library, Alfred, N. Y.

State University of New York College of Technology Library at Utica/Rome, Utica, N. Y.

Tompkins-Cortland Community College, Learning Resources Center, Dryden, N. Y.

Utica College Library, Utica, N. Y.

Yeshiva University Library, New York, N. Y.

York College Library, Jamaica, N. Y.